

60

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Office Memorandum • UNITED STATES GOVERNMENT

TO : The Comptroller

DATE: 17 July 1959

FROM : Chief, Machine Records Division

SUBJECT: Discontinuance of Job Analysis Reporting

1. Increased workload, shortage of qualified personnel and the need to train on-duty personnel for the Electronic Data Processing equipment now on order necessitates that this Division eliminate the time now spent in the preparation and processing of Job Analysis Reports other than in the Key Punching and Verifying area. These reports have been used for:

- a. Budget Bureau requests for machine utilization.
- b. Job costs.
- c. Internal management manpower utilization.
- d. Internal management machine utilization.

2. Machine Records has compiled statistics on all recurrent and special reporting requirements. These statistics cover the period 1 July 1953 thru 30 June 1959. Hereafter, any time study compilations will reflect actual time thru 30 June 1959 and estimated time for subsequent periods.

3. Savings of up to 100 man hours per month are indicated with the discontinuance of Job Analysis Reporting. Therefore, the recording of machine and manpower utilization was discontinued as of 10 July 1959.

STATINTL


Chief, Machine Records Division

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